

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES
May 28, 2019 at 4:00pm

Present: Bernice Baran, Ryan Bettez and Robert Whittlesey
Absent: Nancy Kolb
Also Present: Kelley Cronin
Attending: Lisa Franklin

Mr. Whittlesey called the meeting to order at 4:05 p.m. and explained the rules of the meeting.

1. The Board reviewed the minutes of the April 30, 2019 meeting. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the minutes of the regular meeting for April 30, 2019.

2. The Board reviewed the quarterly bank account balances. Mr. Bettez asked about the section 8 account and why the balance fluctuated more than the other accounts. Ms. Cronin explained that it is due to the timing of the funding from the Federal Department of Housing and Urban Development (HUD) provides funding for a month or two in advance and sometimes several months. Ms. Cronin also explained that HUD used to allow Housing Authorities to hold their reserves in their own bank accounts but now HUD holds the reserves. At the end of last year, the Acton Housing Authority (AHA) requisitioned approximately \$39,000 from HUD from the reserves which was credited in 2019. Ms. Cronin let the Board know about the (Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MA NAHRO) conference. Ms. Baran congratulated Ms. Cronin on getting the member of the year award at the conference. Ms. Cronin let the Board know that the major issue that came up at the conference was the problems with the State's new centralized waiting list. There are hundreds of homeless applicants who do not respond to top of the waiting list letters from Housing Authorities (HA's) and it is taking months to turn over units all across the state using the new list. Ms. Cronin said it is a real concern for the AHA.

The Board discussed the draft request for services (rfs) for an attorney and development consultant. Ms. Cronin explained she really needed a development consultant to be on board first because they are better informed about the legal issues related to tax credit ownership and development issues than she is. She explained that attorneys would have questions she would not be able to answer without the assistance of a development consultant. Mr. Whittlesey had some specific questions and wanted to review the draft in detail. The Board agreed that Mr. Whittlesey and Ms. Cronin should work on the draft and bring it to the next Board meeting for final review and approval before issuing the development consultant RFS and that after the development consultant was hired a legal services RFS will be issued. .

Ms. Cronin let the Board know that the Dog Park Committee was meeting and had included Main Street as a potential property for the park. Ms. Cronin let the Board know that she had told the dog park committee they needed to meet with the neighbors and Town and that the Acton Housing Authority (AHA) really had no role in determining if they could use part of the Main Street property.

The Board asked Ms. Cronin to make sure the neighbors were aware of the meeting but did not think the AHA should attend.

The Board reviewed the MA NAHRO licensing agreement for the new management of the Section 8 centralized waiting list and the amendment to the administrative plan for the waiting list. Ms. Cronin explained that the AHA had become part of the MA NAHRO managed centralized waiting list for the Section 8 program prior to her hiring but that it had been a great resource for HA's. The waiting list was simple and easy to use but MA NAHRO found that the need and cost for software updates and improvements had become too expensive and they issued an RFP for a new administrator. Mr. Bettez asked about having so many waiting lists and Ms. Cronin agreed that it was complicated having separate systems for Section 8, state public housing, local units and Whittlesey Village. She said that HA's had been advocating to the State to have a system for all of the waiting lists. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the amendment to the Housing Choice Voucher (Section 8) Administrative Plan for the waiting list and approve the sub-licensing agreement with MA NAHRO for management of the waiting list.

Ms. Cronin updated the Board on the capital projects. The flooring replacement at McCarthy Village was not going as well as planned and Ms. Cronin, the architect and project manager had met with the contractor to revise the schedule. The driveway project has not been bid due to slow review time by DHCD of the engineers plans and bid documents but will hopefully be approved by the next meeting.

3. Ms. Baran updated Board members on affordable housing projects that had been before the Acton Community Housing Corporation. Ms. Cronin let the Board know that the Community Preservation Committee was focusing on housing at their next meeting.
4. The Board reviewed the April voucher. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the April voucher as presented.

5. Mr. Whittlesey asked if there were any comments or further discussion and upon hearing none Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Adjourn the meeting at 5:12pm.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the May 28th meeting:

Minutes of the April 30, 2019, Quarterly Bank Account Balances for 2018 through March 31, 2019, Copy of MA NAHRO newsletter with member of the year award, Public Housing Notice 2019-13 for technical

assistance for vacant land, MA NAHRO letter regarding new Section 8 waiting list manager, licensing agreement and administrative plan amendment, April Voucher